

# THE EPISCOPAL DIOCESE OF HAWAII

## POLICY FOR CONTRACTS APPROVAL PROCESS

### **Policy Statement**

This policy explains what is required for Diocesan approval of Contracts for which any person may file a lien against real property under Hawai'i law.

### **Who is subject to this policy?**

- Congregations in the Diocese of Hawai'i
- Wholly-owned subsidiaries of the Episcopal Church in Hawai'i (ex. St. Andrews Schools, Camp Mokulē'ia, A Cup of Cold Water)

### **Rationale**

- Liens are placed upon real property and since The Episcopal Church in Hawai'i is the legal landowner for the majority of properties that Congregations and Organizations sit on, The Episcopal Church in Hawai'i is exposed and wants to make sure it and its churches and wholly owned subsidiaries manage their risk appropriately.
- Most congregations do not have individuals with experience in construction and repairs, so the Diocesan Council has appointed members to the COFA who have various experience and can offer suggestions if appropriate.

### **Getting Help**

- Questions about this policy? Please contact the Business Manager, Rae Costa
  - E-mail: <https://form.jotform.com/200280497866160>
  - Phone: (808) 536-7776, ext. 326
- Questions about implementation of the policy? Please contact the Business Manager, Rae Costa
  - E-mail: <https://form.jotform.com/200280497866160>
  - Phone: (808) 536-7776, ext. 326

### **Procedures**

- Please refer to the Checklist for Construction or Repairs Contracts
- All contracts will need Vestry or Bishop's Committee approval and Diocesan Chancellor/attorney approval. Contracts over \$50,000 will require additional approval(s) determined by the total cost of the contract
  - Over \$50,000 and up to \$100,000 will need Commission on Finance and Administration OR the Bishop's approval
  - Over \$100,000 and up to \$250,000 will need Commission on Finance and Administration approval
  - Over \$250,000 will need Commission on Finance and Administration approval (1<sup>st</sup>) and then Diocesan Council approval (2<sup>nd</sup>)

### **Forms**

- Checklist for Construction and Repairs Contracts